

SEWER MAINTENANCE MANAGER*Class Definition*

Under general direction, plans, coordinates, facilitates and directs the operations of the Sewer Maintenance Division.

Distinguishing Characteristics

The Sewer Maintenance Manager directs the efficient, effective, quality-based administrative, operational and capital activities of the Sewer Maintenance Division, Department of Public Utilities. This class differs from Assistant Public Utilities Director in that incumbents of that class have overall responsibility for more than one division. It differs from Sewer Maintenance Supervisor I in that incumbents of that class are responsible for the total range of operational sanitary sewer collection system activities within a designated area. This is an unclassified position in which the incumbent serves at the will of the Director of Public Utilities.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Initiates the accomplishment of the division's work program using staff resources and innovative approaches including empowered team concepts.

Plans, prepares, monitors and evaluates various program activities, such as, division budget preparation, strategic planning, interdepartmental coordinating activities, staff development programs, customer service procedures, special division programs and capital improvement programs.

Monitors division operations to comply with regulatory standards, health and safety codes, fiscal and human resource practices, including disciplinary actions, and city code and policies.

Confers with other agencies and contractors in the formulation and maintenance of inter-agency agreements.

Directs the review of contracts, development plans, proposals, and agreements, and coordinates with other utilities and public agencies.

Monitors program performance to maintain cost-effective operations.

Coordinates staff development including identifying skill enhancement needs, training requirements and facilitation opportunities.

Conducts employee performance evaluations, coaching sessions, and disciplinary investigations.

Performs related duties as required.

Knowledge, Abilities and Skills

Knowledge of the principles of sanitary sewer collection system construction, maintenance and rehabilitation.

Knowledge of work standards and practices in the various construction trades which relate to sewer collection, treatment and system wide rehabilitation.

Knowledge of planning, design and administration of sanitary sewer collection and distribution facilities and operations, construction and rehabilitation.

Knowledge of management and cost accounting principles as related to equipment and labor used by a municipal sanitary sewer collection system.

Ability to review plans and estimates relating to sanitary sewer collection system maintenance and rehabilitation projects.

Ability to establish and maintain effective working relationships.

Ability to prepare and evaluate a variety of technical and staff reports.

Ability to communicate effectively, orally and in writing.

Ability to coordinate, facilitate, motivate and empower subordinate personnel to accomplish the division's mission.

Ability to recognize and analyze technical, fiscal and administrative problems, and to develop alternative solutions.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in engineering, business or public administration, science or a related field; and four years of progressively responsible management experience in sanitary sewer collection system maintenance and rehabilitation. Proven organizational experience related to achieving significant goals in efficient resource utilization and implementing programs that enhance customer service, staff development, and teams in the work place is desirable. Additional qualifying experience may be substituted for the education on a year-for-year basis.

Special Requirements

Possession of a valid California Driver's License may be required.

Possession of a Grade IV Collection System Operator Certificate issued by the California Water Environment Association is required within one year of appointment.

APPROVED: _____

DATE: _____

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